

School-Related Student Trip/Vehicle Request Form

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL Ballston Country Middle School FACULTY MEMBER(S) SPONSORING TRIP Dillon Craig

- Classroom Field Trip
- Class Trip, specify 8th Grade Washington DC Trip
- Organization/Club Trip, specify _____
- Other (athletic, band, if applicable)

Destination Washington DC Address TBSD Phone 502-525-7578

- Out of State
- Out of County
- Within County

Overnight; give name, address, phone of lodging TBSD World Strides will provide
this information at a later date

Date of Request 02/09/2023 Date of Trip 04/19-22/23 Person Requesting Dillon Craig

Departure Time 5:30 AM Return Time 11:30 PM Number of Riders 40 + Number of Chaperones 10 +

ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP

Faculty Sponsor Dillon Craig
(Certified Person Responsible for Student)

Principal Matt Levell SBDM Chair Matt Levell

Charged to/Source of Funding Families Have all chaperones been approved? Yes No

Meals Required: Sack Lunch Fast Food Other Meal tickets

List Special Equipment To Be Transported—Items Which Cannot Be Held In Lap.

medical equipment

Number Of Buses Requested 0 Regular Bus 0 Special Needs Bus 0 Van 0

Ratio of Students to Adults

High School	20 to 1
Middle School	10 to 1
Elementary	5 to 1

*For daily trips, a simple way to estimate cost is \$1/mile and \$20/hour, per bus.

This section to be completed by Transportation/Central Office.

Trip Calculation

Bus _____ X \$1.00 = \$ _____ Mileage Bill to: _____

Total Miles _____ X _____ = \$ _____ Driver Rate

Avg. OT Rate = \$ _____ \$ _____ Total

of Buses Approved: _____ Approval of Transportation Director: _____ Date _____

Acceptance by Driver: _____ Date _____

For overnight and/or out-of-state trips, approval of the Superintendent and Board is required.

Superintendent Date Board Chairperson Date

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.23

Review/Revised:6/22/09